FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

	TITLE OF POSITION: FISCAL CLERK	CLASSIFICATION CODE:	02453200
o u	SALARY RANGE: 31540-34354 (GR: 03214A)	REFERENCE POSITION NO.:	2088-10000-53
Description of Position	Department or Agency Name Emergency Mgmt Agency	APPLICATION PERIOD:	1/5/11-1/11/11
Š.	Division/Section/Unit Office of Public Safety	_	3 Day Grace Period Ends: 1//14/11
٥٤١	Assignment(s) / Comments . During emergency situations work s		o Day Grace i choa Enas. 1// 14/ 11
Ę	Shift and Days: 8:30AM-4:30PM, Monday - Friday		and Readiness Center, Cranston, RI
l iti	Restrictions/Limitations: LIMITED TO 9-30-2011 FEDERAL		and readiness contor, craneton, re
rip	Position Covered By Collective Bargaining Union Agreement	Yes X	No
၁	Name of Bargaining Unit Union: LIUNA, LABORER'S 808	<u> </u>	
Õ	There is is notXXX a Civil Service List for this position	See A/B or	Both for Specific Instructions
	NOTE: If there is a list, only candidates who have taken the exam ar		both for opecine instructions
	INSTRUCTIONS:		
ate	A STATE FIND OWER I APPROVED IN DEP	og and the following the line	If you of the Section
	and wish to bid, lete 100 Rids are n Form.	og acc lifo positi in O 37 rm Actio rd.	tyou a the cation of to it on or
	within a cover lef	S 5/ I'm Felig I'd.	10 II <u>01</u> 1 <u>aon</u> 01
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	Title of your pre osity da	ourb ste in	
ပိ	Date you enter **** In cert B. NON IN TALE EM LE PLICANT PRESE IN A Will rece I PLICANT TO PLICANT		
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٤	the applicatid m, ay er C. AMER NS H III AD SIC: Reason Acc If an applicant is unable to perform any essential unctions because of his/ner disability but can achieve the required results by means or a REASONA		
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	ACCOMMODATION, then the individual shall not be considered unqualified		equired results by means of a REASONABLE
	•	To allowers are position.	
	Medical Information: Any medical examp required for this position will be performed after a condition.	ional affor of amployment has been n	and in accordance with the
	Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
S	DUTIES / RESPONSIBILITIES:		
ent of Duties	To perform responsible clerical duties in connection with the	maintenance of financial and	related records of a state agency
	involving the knowledge and application of bookkeeping principles and practices; and to do related work as required.		
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	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:		
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e o	Education: Such as may have been gained through: gradua		
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i i i	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in bookkeeping and office practice;. and Experience: Such as may have been gained through: employment as a bookkeeper. Or. any combination of education and experience that shall be substantially equivalent to the above education and experience.		
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	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14		
Where to Apply	application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:		
	RI Emergency Management Agency Tel	ephone #: 275-4648	THEORY
	SUSAN Č. JÁY/HUMAN RESÖÜRĆES Fax	_	EASE) T
₹ `	645 NEW LONDON AVENUE TTY	7/ TDD # : Relay 7 - 1 - 1	
	CRANSTON, RI 02920 (Tel	ecommunication Device for the D	leaf)